

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, JULY 3, 2023
6:00P.M.**

1. OPENING

1.1 Call to Order

Council President McCarthy called the meeting to order at 6:01p.m.

1.2 Roll Call

Present: Councilmember Donovan Bilbro, Councilmember Monica Higgs, Councilmember Hope Love, Council President Shireka McCarthy, Mayor Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott (Late), Councilmember James Wright

Staff: Beverly Barber, Human Resources Manager, Michael Barber, Interim Foreman, Demetrious Harris, Chief, LaShaya Johnson, Staff Assistant, Dashaun Lanham, City Clerk, Betty Logan, Chief Financial Officer, Myneca Ojo, City Manager, Kyrthlyn Rhoda, Grants Manager, and Pearl Umoh, Public Engagement Manager

1.3 Invocation and Pledge of Allegiance:

The invocation was given by Betty Logan.

1.4. Approval of Agenda

Motion to approve the agenda.

Motion by Donovan K. Bilbro, second by Gerald Raynor Sr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr., Donovan Bilbro

2. PRESENTATIONS

2.1. Vivek Ravichandran, Maryland Institute for Applied Environmental Health

- Mr. Vivek stated that he is with the Center for Community Engagement, Environmental Justice, and Health.

- Mr. Vivek stated that he will be discussing the aspects of community-based participatory research by involving the council. They train the residents on how to collect air quality and measure the soil.
- Mr. Vivek stated that he wanted to discuss the concerns of pollution from the facility on Clay brick Road from the DC Bus depot.
- Mr. Vivek stated that it is difficult to give adequate data based on the location of the facility. The pollutants are coming from diesel engines and wildfires, which is black carbon.
- Mr. Vivek stated that the low cost monitors of Purple Air and MetOne-C-12 will require state Wi-Fi and external power.
- Mr. Vivek stated that the city can replicate what was done in Cheverly, Maryland for the monitor installation. They have twenty-five monitors in the heavy roadways. The data was downloaded from 2021-2022 and there were sites with elevated numbers.
- Mr. Vivek stated the findings were the PM2.5 levels were below the EPA standards, but they exceeded the WHO standard levels.
- Mr. Vivek stated that there is a need to expand the network into Fairmount Heights and Seat Pleasant. They want to utilize the grant funds for the community. It is a community-based project that will include the council and residents participating on the board. They are looking to include ten sites with a mixture of town hall, residents, and commercial businesses.
- Mr. Vivek stated that they have an MOU that was shared with the previous City Manager, and he will resubmit the MOU.
- Mr. Vivek stated that they have a resident from Seat Pleasant that showed interest in the program.
- Mr. Vivek stated that they will approach the data analysis by EPA and WHO. They will need to disseminate the information in various ways.
- Councilmember Wright inquired of the reason that Seat Pleasant would join the project.
- Mr. Vivek stated that the former Mayor did form a meeting to start the project and they are trying to cancel the project. There is a joint project for Cheverly, Fairmount Heights, and Seat Pleasant for the Clay brick project for the bus project that is in the region.
- Mr. Vivek stated that he will send the information regarding the project to Ms. Ojo.

3. REPORTS

3.1 Mayor's Report

- Mayor Porter stated that his report can be found in Board Docs, and it details the meeting he attended in the month of June.
- Mayor Porter stated that he attended a meeting on June 5, 2023, regarding foster care programs.
- Mayor Porter stated that he had a meeting with Delegate Harrison on June 20, 2023.
- Mayor Porter stated that he met with County Councilmember Oriadha as a follow-up meeting on June 27, 2023.
- Mayor Porter stated that he met with States Attorney Aisha Braveboy on June 26, 2023.
- Mayor Porter stated that he attended the Maryland Municipal League Summer Conference from June 25-28, 2023.
- Mayor Porter stated that he attended the Juneteenth celebration on June 17, 2023.
- Mayor Porter stated that he presented a proclamation to Earl Ross, Jr.
- Mayor Porter stated that he attended the Swearing-In Ceremony for Councilmember Bilbro.
- Mayor Porter stated that he presented a proclamation to Apostle Steadman.
- Mayor Porter stated that he did not have any speaking engagements or recommend any legislation for the month of June.

3.2 City Manager Report

- Ms. Ojo stated that she is pleased to provide the quarterly report for the last quarter.
- Ms. Ojo stated that she is not bringing forth positive information, but the city has been faced with vandalism in Goodwin Park, and on May 20, 2023, we had a trailer stolen that carried a significant amount of equipment to conduct beautician around the city. The city was able to locate the trailer, but it has cost the city a significant amount of money to replace the equipment.
- Ms. Ojo stated that they had located an oil spill in Goodwin Park last week, and they had EPA, and the Police Department to write a report reports. This could cost the city up to \$300,000 with the damage to the dog park. They received a call regarding vandalism in the bathroom, which resulted in an injury to a young person.
- Councilmember Bilbro inquired how long it will take to clean up the spill in Goodwin Park.
- Ms. Ojo stated that it is unknown until the environmental company comes out to determine the origin of the oil spill, and it is unknown when they will

be coming out. They are working on having someone come out. They are working with WSSC to trace the pipes, and to determine the origins.

- Council President McCarthy stated that the council had discussed a timeframe for when the bathrooms will be opened. The discussion was to have the doors locked at night.
- Ms. Ojo stated that the doors are locked after 5:00pm, but the door has enough space in the door jam for someone to break into the bathroom. The bathroom that is broken into the most is the one opposite of the police department. The police department will be riding through the area at dark. They are looking to change the ceramic toilets and sinks to stainless steel in the bathroom.
- Mayor Porter stated that there was discussion regarding the monitoring of the hours at the park. He would like to see if the bathrooms can remain open oppose to closing them altogether.

3.3. Departmental Reports

FINANCE:

- Ms. Logan stated that the report can be found in BoardDocs,
- Ms. Logan stated that she met with the Finance and Budget committee to provide an update on the audit. The initial date for completion was June 30, 2023.
- Ms. Logan stated that they found transactions in both NetSuite and QuickBooks. The department reviewed the transactions and over \$900,000 of the transactions will be put into QuickBooks. They had reconciled the bank reconciliation, accounts payables and receivables. They found a number of errors with duplication. They are reclassifying transactions.
- Ms. Logan stated that they have come a long way and cannot obtain supporting documentation, and they had to review transactions from the bank statements month to month to find documentation to support revenue as well as expenses. They found support documentation except for five.
- Ms. Logan stated that they will be submitting revised trial balances to the auditors for review.
- Ms. Logan stated that they are a long way in the audit process, but they still have a long way to go.
- Ms. Logan stated that the bank balances in Industrial Bank with six accounts and they closed three of the accounts. The General Fund Bank Account balances vary each month to cover the payroll and vendor payments. The redlight and speed camera balances varies each month. They had to pull money from the account to meet payroll.

- Ms. Logan stated that the outstanding invoices for each month can be found in the report. The invoices had been paid and they are working on paying the invoices for the end of Fiscal Year 2023.
- Ms. Logan stated that she wanted to thank the council for approving the Senior Accountant positions. They were able to bring a person on board that was helpful in locating the documents.
- Councilmember Wright inquired if the FY2020 Audit will be completed by June 30, 2023.

HUMAN RESOURCES:

- Ms. Barber stated that the Human Resources department had a summary for the quarter with meetings with LGIT, and insurances, and meetings.
- Ms. Barber stated that the department had processed child support claims, leave payouts, harassment or discrimination claims, meeting with the council, and reinstatement of the drug free program.
- Ms. Barber stated that the advertisement for the Marketing Manager and Facilities Manager positions.
- Council President McCarthy inquired of the status of the Compensation Firm, as she would like for it to get started as soon as possible.

ENVIRONMENTAL JUSTICE:

- Mr. Barber provided the numbers for Waste Collection and trained each employee on the street sweeper.
- Mr. Barber stated that the department had assisted with the Mayor Beautification project.
- Mr. Barber stated that all the vehicles had passed inspection.
- Mr. Barber stated that they had an emergency on 70th, 71st and Seat Pleasant Dr for emergency tree removal.
- Mr. Barber stated that the department completed Safety Training for the Staff and passed the Storm Water inspection.

PUBLIC SAFETY:

- Chief Harris stated that he wanted to give an update on the news report from yesterday, and although this did not occur in the city, the officers had to be deployed and the department had the cameras on. The incident ended with the person shooting at the officers, and they were able to resolve the issue quickly due to the technology in the cars. They were the only department with the cameras on. The officers are required to attend a psychological exam after a shooting. He will share the video with Ms. Ojo and those that would like to view it.

- Chief Harris stated that they had several incidents with harassment at the Bank of America and a carjacking. He met with the District of Columbia Police Department, Sixth District, and invited Fairmount Heights police department to discuss how to cure the crime. DC has non-profit that can provide services, and they will be deploying caution data on social media. He attended the meetings with crime concerns.
- Chief Harris stated that they did receive another shipment of wheel locks from Kia/Hyundai, and they have not had car thefts in Seat Pleasant, but they have made quite a few recoveries.
- Council President McCarthy inquired of the plans to address the holiday on tomorrow, and can the numbers be provided for the reduction on central avenue.
- Chief Harris stated that he can provide the numbers, and they had cited several residents in Ward IV with the lighting of the fireworks, and they have deployed an officer at the park, and Maryland State Police to secure and be vigilant as possible for fourth July with DWI, and they will be promoting safe driving. They will be splitting the coverage as much as possible.

CITY CLERK

- Ms. Lanham stated that the quarterly report can be found in BoardDocs.
- Ms. Lanham stated that for the quarter the Council had sixteen meetings, four public hearings, four council committee meetings, six ordinances, and advertised and filled Ward V Council Vacancy
- Ms. Lanham stated that the revised City Charter has been placed on the websites and in BoardDocs under policy.
- Ms. Lanham stated that the Financial Disclosures Statements were due in the reporting period. All elected officials and department managers provided their reports.
- Ms. Lanham stated that the city received fifteen Maryland Public Information Act Request with three pending responses from either the requestor or the city.
- Ms. Lanham stated that the city billed FY24 \$77, 324,24 and received \$3,106.80 and FY23 we received \$1,105,858.51 and collected \$79,525.38 and outstanding balance of \$202,555.88.
- Ms. Lanham provided the bills that passed during the General Assembly that will have an impact on Seat Pleasant, and the city will be required to report final numbers of the election within thirty days after certification.

- Councilmember Love inquired of the status of the photographer and Councilmember Bilbro picture being put up in the lobby.
- Ms. Lanham stated that the photographer would typically release the photo but since the city was delinquent with the payment the last time, he withheld the picture until payment was received. The picture should be put when we return to the office.

ECONOMIC/GRANTS

- Ms. Rhoda stated that the Cultural HUB and the Neighborhood Design Center. There will be a committee formed for the grant to begin the processes. The city will be completing RFP for Phase II, which will be the construction.
- Ms. Rhoda stated that she will be exploring additional grants, and she would like to connect all the parks as Mayor Porter recommended.
- Ms. Rhoda stated that she wanted to stay abreast of the Blue Line Corridor meetings. They have not started meeting with the coalition that Delegate Lewis scheduled.
- Ms. Rhoda stated that she had included the YouTube video with her report from the graduating class for business development.

PUBLIC ENGAGEMENT:

- Ms. Umoh stated that she has seen an increase in the city's social media platforms.
- Ms. Umoh thanked everyone that participated in the Juneteenth Cookout with over two hundred people in attendance.
- Ms. Umoh stated that the Call-A-Bus will be going full time and we will see an increase in services to the seniors. The transportation engineer stated that the city will need to consider a second bus to continue to provide the services to the residents.
- Ms. Umoh stated that she will be submitting a recommendation to increase the rental rates for residents, PG County resident and Non-PG County residents. The rates are significantly lower in comparison to others.
- Ms. Umoh stated that they will be introducing care visits to the residents who have taken ill, and the visits will be once a week. The request is for the council to provide the names of the residents and join them on the care visits.

- Council President McCarthy recommended that Ms. Umoh speak with the Police Department as they have program in place, and it should be handled by the Public Engagement Department.
- Council President McCarthy stated that she wanted to get people hired to assist the community. She would inform her if the county approved the city for the program.

Council Committee Reports

- Finance & Budget Committee-Councilmember Love stated that the committee met on June 15, 2023. The committee discussed the travel manual and the per diem and there were some differences and the status of the audit.
- Councilmember Love stated that they were informed that the audit will be completed by June 30, 2023.
- Councilmember Love stated that finishing the audit has proven to be challenged, and the only way to complete the audit is to provide a materiality thresh-hold. The CFO is hoping that the city will be compliant by October 1, 2023.
- Councilmember Love stated that there were questions regarding the receipts being provided for the travel with per diems. The committee members are not required to provide a receipt for the per diem rate, but the receipt for the hotel. If the council exceeds the amount per day, they will not be receiving additional funds.
- Councilmember Love stated that the committee requested the review of the accounting manual and the charter to ensure that we are complying.
- Ms. Logan stated that the State Law requires the Financial Audits to be submitted by October 31, 2023, and the city will not be complying this year.
- Ms. Logan stated that receipts are not required but the receipt for the hotel lodging and since the council receives \$75, which is the maximum amount that can be received.
- Public Safety Committee-Councilmember Higgs stated that the committee met on June 8, 2023, to discuss the Automated Speed, and smoking legislation.
- Governmental Affairs and Technology Committee-Councilmember Raynor stated that the committee met in June to discuss the Personnel Rules and Regulations Manual and the Personnel Appeals Board.
- Council President McCarthy stated that the Governmental Affairs and Technology Committee report will be included on the next agenda.

4. CITIZEN COMMENTS

4.1. Ms. Lanham read the e-mail from Ms. Jamiyah regarding the zip code, and the bus routes need to be reviewed and considered for change.

5. LEGISLATION

5.1 Ordinance O-24-01 Amendment of Fiscal Year 2023-2024 Budget for Senior Accountant Positions.

- Ordinance O-24-01 Amendment of Fiscal Year 2023-2024 Budget for the Senior Accountant Positions was introduced by the City Council and read by the City Clerk on Monday, July 3, 2023, with corrections by July 10, 2023.

5.2. Resolution R-24-01 Declaration and Consent to Council Recess

- Resolution R-24-01 Declaration and Consent to Council Recess was introduced by the City Council and read by the City Clerk on Monday, July 3, 2023.

Motion to Approve Resolution R-24-01 Declaration and Consent to Council Recess

- Motion by James Wright Jr, second by Hope Love.
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr, Donovan K Bilbro

5.3 Resolution R-24-02 Approval of Cooperation Agreement with Prince George's County Department of Housing and Community Development

- Resolution R-24-02 Approval of Cooperation Agreement with Prince George's County Department of Housing and Community Development was introduced by the City Council and read by the City Clerk on Monday, July 3, 2023.

Motion to Approve Resolution R-24-02 Cooperation Agreement with Prince George's County Department of Housing and Community Development

- Motion by Donovan K Bilbro, second by Gerald Raynor Sr.
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Shireka McCarthy, James Wright Jr, Donovan K Bilbro
- Abstain: Kizzie Scott

6. UNFINISHED BUSINESS

6.1 None

7. NEW BUSINESS

7.1 Approval of Facilities Maintenance Engineer Position Description

- Councilmember Raynor inquired if the position will be responsible for all facilities?
- Ms. Ojo stated that they will be responsible for the all the city's facilities, including Goodwin Park.
- Councilmember Love inquired if the person will be responsible for the maintenance of the building?
- Ms. Ojo stated that they will be responsible for reviewing and contacting the required services personnel.
- Councilmember Scott inquired if the person can be responsible for the repairs without calling a person in to correct the concerns.
- Council President McCarthy inquired if the changes can be made to include the fixing of issues.
- Revised the position description to include that the person will be responsible for fix and repair.
- The Council agreed to have the position description revised and included in the agenda for Monday, July 10, 2023, with under examples of work to include a bullet works on identify projects through the city that require maintenance and make corrective action. OR identify problems and assist with repair and maintenance.
- Mayor Porter asked if the City Manager can make the additions to the position description before the meeting.

7.2 Approval of Safety Officer Position Description

- Ms. Ojo stated that this position has been in the city for a while but not within the budget.
- Ms. Ojo stated that the position will be responsible for safety throughout the city with the sidewalks, drainage, fire hydrants, and inspecting the property of the city and maintaining and keeping a quarterly report for safety and drains of the parks to make them safe.
- They will be the back-up for ground maintenance work, and coordinate with Pepco with lighting concerns in the city, and any additional areas such as the park facilities are in good condition.

- They will have a risk management plan for cities events and ensure that the council events are set up and safe.
- Councilmember Scott inquired if the person would contact the person to correct the issues.
- Motion to Approve the Safety Officer Position Description
- Motion by James Wright Jr, second by Donovan K Bilbro.
- Final Resolution: Motion Carried
- Yes: Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr, Donovan K Bilbro
- No: Monica Higgs

7.3 Approval of Inventory Specialist Position Description

- Councilmember Raynor inquired if the duties will require a full-time person?
- Ms. Ojo stated that the duties include checking the equipment each morning and checking the vehicles and maintenance for the vehicles.
- Councilmember Scott inquired if the position is for the EJD or the entire city.
- Ms. Ojo stated that the position is for DPW.
- Council President McCarthy stated that there is equipment in the entire city that the can track.
- Ms. Ojo stated that the position includes oversight of the EJD Trailer, and public safety.
- Councilmember Scott inquired of the salary for the position, and she was thinking the position will be for the entire city.
- Council President McCarthy stated that there is equipment in each department that the position will be responsible to oversee.
- Motion to Approve the Inventory Specialist Position Description
- Motion by Donovan K Bilbro, second by Gerald Raynor Sr.
- Final Resolution: Motion Carried
- Yes: Hope Love, Gerald Raynor Sr, Shireka McCarthy, James Wright Jr, Donovan K Bilbro
- No: Monica Higgs
- Abstain: Kizzie Scott

7.4 Approval of Market Master Position Description

- Ms. Ojo stated that this was a newly created position in the anticipation that the city secured the firehouse, and it has been involuntary stated to the city that the fire department has been taken off the market. The position is designed specifically to be over the farmers market for the daily operation and accountability for the farmers market, and work closely with the farmers. They will be responsible for rental payments, and responsible for recruiting new members in coming into the facilities, and markets that will be products for the city, and working with vendors and prepared to coordinate with opening the market for market hours, and they represent the city in any trade shows or events that are responsible for the market. They will be responsible for operating the market during hours of operation, and settle disputes between the farmers and consumers, and make recommendations that will make the market a better place. They will be responsible for ensuring that safety is in place and make recommendations to close the facility and they will work in tandem in the off hours with event planning.
- Councilmember Love stated that she must have missed something as where will the city get the money to purchase the fire station?
- Ms. Ojo stated that the city will be assuming the debt of the fire station, and we will be establishing memorabilia, and arts and sustainable food source.
- Councilmember Love stated that she feels that the city is putting the cart before the horse.
- Ms. Ojo stated that a portion of the funds will be coming from ARPA. Councilmember Wright stated that the city needs to obtain the property and use it as much as we can. The city needs to move forward with getting the property and the position, which is part-time.
- Council President McCarthy stated that just because the city approved the position does not mean will need to fund it. We do not need to fill the position if we do not acquire the fire department.
- Councilmember Higgs stated that the city is operating in the blind, and there has been conversation of acquiring the building for a \$1, and now it is \$300,000 and we were told that the city does not have any funds remaining. Ms. Ojo stated that when the city had the conversation it was to acquire their debt.
- Council President McCarthy stated that the city had put money away for the fire house.
- Councilmember Love inquired if the funding was for the residents.

- Councilmember Higgs stated that this was not presented to the City Council, and it was a possibility. They were told it was no more money to assist the residents.
- Council President McCarthy stated that the council was allotted additional funds to be used for the residents. She does not know if the information came before the full council, as she had found the information out by inquiring.
- Ms. Ojo stated that the city had provided assistance to the residents with utilities and rental assistance.
- Council President McCarthy stated that the reports for ARP had changed regarding the funding for ARP and what has been expended versus a total amount.
- Councilmember Scott stated that we are talking about the food dessert and she prefers to use the Shoppers down the street, and the city had experienced the market, which was not successful, and the city needs a banquet hall for the city for residents to have functions without disturbing their neighbors. Councilmember Bilbro stated that the allotted of the funds were diminished due to the park, and mold remediation, and repairs, and then the money had begun to be earmarked.
- Councilmember Scott stated that there was decision made without the council involvement, and she spent the funds that was allocated for her ward. Councilmember Love stated that she is utilizing her money for events, and if we can acquire the building with grants. Councilmember Bilbro inquired of how much is earmarked for the firehouse?
- Ms. Ojo stated that they had earmarked \$218,000, and she had begun her employment in December, and she will not be aware of anything prior to that time.
- Council President stated that it was not discussed prior to.
- Motion to Approve the Market Master Position Description
- Motion by James Wright Jr, second by Gerald Raynor Sr.
- Final Resolution: Motion Carried
- Yes: Hope Love, Gerald Raynor Sr, Shireka McCarthy, James Wright Jr
- No: Monica Higgs, Kizzie Scott, Donovan K Bilbro

8. ANNOUNCEMENTS

8.1 Mock Council Meeting, Wednesday, July 5, 2023, Seat Pleasant City Hall- 6301 Addison Rd., Seat Pleasant, MD at 6:00p.m.

8.2 Public Session, Monday, July 10, 2023, Hybrid-Seat Pleasant City Hall-6301 Addison Rd., Seat Pleasant, MD 20743, with Zoom Webinar at 7:00p.m., Meeting Link details are available on the city's website.

8.3 Ward II Community Ward Walk, Thursday, July 13, 2023, Seat Pleasant Elementary School, 6411 G St., Seat Pleasant, MD at 6:00p.m.

8.4 Summer Financial Wellness Workshop, Saturday, July 22, 2023, Seat Pleasant City Hall-6301 Addison Rd., Seat Pleasant, MD at 12:

9. ADJOURN

9.1 The meeting adjourned at 9:01pm

Respectfully submitted,

DocuSigned by:
Dashaun N. Lanham
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Dashaun N. Lanham, MMC
City Clerk

APPROVED 09/11/2023